

Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES in the CSC website:


NANCY E. OZARRAGA

Chief, Human Resource Management Section

Date:

June 3, 2020

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	DEVELOPMENT MANAGEMENT OFFICER IV	OSEC-DENRB- DMO4-140- 2014	22	66867	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	(RO1) Concept and Application of Integrated Ecosystems Management (IEM) - Advanced: Leads the application of IEM and other related approaches to NRM in basin, watersheds, sub-watershed, protected areas, ancestral domains, mineral reservations, islands, others	REGIONAL OFFICE - CONSERVATION AND DEVELOPMENT DIVISION
									(RO2) Identification of Interventions and Integrating Strategies across Sectors (Forestry, Coastal, Agriculture, Urban, Air Space) and Zoning for Strategic Management - Advanced: Leads the identification of interventions and integrating strategies across sectors	
									(RO3) Characterization of Ecosystem and Use of Planning Tools and Procedures - Advanced: Leads the characterization of ecosystem and use of planning tools and procedures	
									(RO4) Resource Management and Restoration/ Rehabilitation of Degraded Ecosystems - Advanced: Leads the identification of appropriate resource management and restoration strategies of various ecosystems	
									(RO5) Preparation of Natural Resources Management (NRM)-Related Plans (FLUP, CRMP, ISWMP, PAMP, IRBM, IWRM) - Advanced: Leads the preparation of NRM-related Plans (FLUP, CRMP, ISWMP, PAMP, IRBM, IWRM) and integration to LGU Plans	

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									(RO6) Environment and Natural Resource Accounting (ENRA) - Advanced: Leads the implementation of Environment and Natural Resource Accounting activities	
									(RO7) Strategies and Schemes for Financing Environmental Projects - Advanced: Leads the planning, initiating and operationalizing strategies and schemes for financing environmental projects	
									(RO8) Results-Based Monitoring and Evaluation System (RBME) and Environmental Audit for Different ENRM Sites - Advanced: Leads the implementation of RBME activities and environmental audit for different ENRM sites	
									(RO9) Environmental Governance - Advanced: Leads environmental governance activities that include transparency, accountability, participation, collaboration and functionality	
									(RO10) Climate Change and Environmental Management - Advanced: Leads the application of mitigating measures and adaptive solutions to climate change	
									(RO11) Information, Education and Communication, Social Marketing and Extension Support - Advanced: Leads in social marketing and extension support activities to improve ENRM	
									(RO12) Impact Assessment across Ecosystems - Advanced: Supervises the conduct of impact assessment across ecosystems in evaluating land and resource uses and EIA/IEE applications	
									(RO13) Social Negotiation - Advanced: Leads conduct of social negotiation activities	
									(CC1) Discipline - Advanced: Serves as a good role model on DENR values and ethics to staff/peers	
									(CC2) Excellence - Advanced: Anticipates, identifies and manages stakeholders' standards and requirements towards excellent customer service through improving sense of responsibility and competence	
									(CC3) Nobility - Advanced: Influences others to observe virtue, goodness, honor, justness and decency in all situations	
									(CC4) Responsibility - Advanced: Leads in the observance of the principle of transparency and accountability in the workplace	

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
									(CC5) Preserving and Conserving the Environment - Advanced: Serves as a good role model in conserving and preserving the environment to peers and staffs	
									(OC1) Writing Effectively - Advanced: Produces written work from scratch with some guidance while complying to agreed or prescribed standards of communicating within the bureaucracy	
									(OC2) Speaking Effectively - Advanced: Effectively delivers messages that require careful planning for the method used and the possible impact of the message (audience may be a large group, i.e., office, organization) Focus of communication is to relay information and to build motivation	
									(OC3) Technology Literacy and Managing Information - Advanced: Analyzes appropriateness of office software and equipment in the performance of assigned tasks. Develops information assets to achieve organizational goals	
									(OC4) Project Management - Advanced: Leads in project management activities	
									(OC5) Completed Staff Work (CSW) - Advanced: Leads the practice of CSW in his/her office/unit	
									(LC1) Strategic Leadership (Thinking Strategically and Creatively) - Basic: Develops office/service's strategies and plans based on the DENR's mission/vision.	
									(LC2) Leading Change - Basic: Influences and guides team in understanding, accepting and supporting any change efforts/programs of the DENR	
									(LC3) People Development (Creating and Nurturing A High Performing Organization) - Basic: Applies the basic principles of motivating and coaching people in the workplace	
									(LC4) People Performance Management (Managing Performance and Coaching for Results) - Basic: Explains performance management process and principles	
									(LC5) Partnership and Networking (Building Collaborative and Inclusive Working Relationships) - Basic: Maintains existing local partnership and networks and capitalizes on these to deliver or enhance work outcomes	

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2	DEVELOPMENT MANAGEMENT OFFICER IV - 5 ITEMS	OSEC-DENRB-DMO4-132-2014	22	66867	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	(PCO1) Concept and Application of Integrated Ecosystems Management (IEM) - Advanced: Leads the application of IEM and other related approaches to NRM in basin, watersheds, sub-watershed, protected areas, ancestral domains, mineral reservations, islands, others	PENRO AGUSAN DEL NORTE - TECHNICAL SERVICES DIVISION
3		OSEC-DENRB-DMO4-134-2014							(PCO2) Identification of Interventions and Integrating Strategies Across Sectors (Forestry, Coastal, Agriculture, Urban, Air Pace) and Zoning for Strategic Management - Advanced: Leads the identification of interventions and integration strategies across sectors	CENRO CABADBARAN (Tubay)
4		OSEC-DENRB-DMO4-135-2014							(PCO3) Characterization of Ecosystems and Use of Planning Tools and Procedures - Advanced: Leads the characterization of ecosystem and use of planning tools and procedures	PENRO AGUSAN DEL SUR - TECHNICAL SERVICES DIVISION
5		OSEC-DENRB-DMO4-142-2014							(PCO4) Resource Management and Restoration/Rehabilitation of Degraded Ecosystems - Advanced: Leads the implementation of appropriate resource management and restoration strategies of various ecosystems	PENRO SURIGAO DEL NORTE- Technical Services Division
6		OSEC-DENRB-DMO4-143-2014							(PCO5) Preparation of Natural Resources Management (NRM)-Related Plans (FLUP, CRMP, ISWMP, PAMP, IRBM, IWRM) - Advanced: Leads the preparation of NRMrelated plans (FLUP, CRMP, ISWMP, PAMP, IRBM, IWRM) and integration to LGU plans	PENRO SURIGAO DEL SUR- Technical Services Division
									(PCO6) Environment and Natural Resource (ENR) Accounting - Advanced: Implements ENR accounting activities	
									(PCO7) Strategies and Schemes for Financing Environmental Projects - Advanced: Leads the planning, initiating and operationalizing strategies and schemes for financing environmental projects	
									(PCO8) Results-Based Monitoring and Evaluation System (RBME) and Environmental Audit for Different ENRM Sites - Advanced: Leads the implementation of RBME activities and environmental audit for different ENRM sites	
									(PCO9) Environmental Governance - Advanced: Leads environmental governance activities that include transparency, accountability, participation, collaboration and functionality	

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					Education	Training	Experience	Eligibility		Competency (if applicable)
									(PCO10) Climate Change and Environmental Management - Advanced: Leads the application of mitigating measures and adaptive solutions to climate change	
									(PCO11) Information, Education and Communication, Social Marketing and Extension Support - Advanced: Leads in social marketing and extension support activities to improve ENRM	
									(PCO12) Social Negotiation - Advanced: Leads conduct of social negotiation activities	
									(PCO13) ENR Law Enforcement - Advanced: Conducts ENR resource valuation activities; Organizes, establishes and operates multi-sectoral council (SDENRO, DENRO & WEO) or inter-agency/LGU/OGA NR Protection Council (MFPC, PAILTF); Leads ENR law enforcement activities; Conducts administrative adjudication proceedings; Prepares related ENR operational plans including learning designs for capacity building	
									(PCO14) Land Disposition and Management - Advanced: Leads in the disposition of A&D lands and management of other government lands.	
									(PCO15) Forest, Water and Wildlife Resources Regulation - Advanced: Evaluates and reviews the forest, water and wildlife resource utilization and regulation activities Recommends plans, strategies, programs and policies on forest, water and wildlife resource utilization and regulation activities	
									(PCO16) Tenure and Rights Assessment - Advanced: Leads the evaluation of effectiveness of tenure holders based on organizational, stewardship, protection and management capabilities	
									(PCO17) Tenurial Instruments and Permits for Improved Resource Management - Advanced: Reviews and recommends the approval of the issuance of tenurial instruments and permits for improved resource management	
									(CC1) Discipline - Advanced: Serves as a good role model on DENR values and ethics to staff/peers	
									(CC2) Excellence - Advanced: Anticipates, identifies and manages stakeholders' standards and requirements towards excellent customer service through improving sense of responsibility and competence	

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									(CC3) Nobility - Advanced: Influences others to observe virtue, goodness, honor, justness and decency in all situations	
									(CC4) Responsibility - Advanced: Leads in the observance of the principle of transparency and accountability in the workplace	
									(CC5) Preserving and Conserving the Environment - Advanced: Serves as a good role model in conserving and preserving the environment to peers and staffs	
									(OC1) Writing Effectively - Advanced: Produces written work from scratch with some guidance while complying to agreed or prescribed standards of communicating within the bureaucracy	
									(OC2) Speaking Effectively - Advanced: Effectively delivers messages that require careful planning for the method used and the possible impact of the message (audience may be a large group, i.e., office, organization) Focus of communication is to relay information and to build motivation	
									(OC3) Technology Literacy and Managing Information - Advanced: Analyzes appropriateness of office software and equipment in the performance of assigned tasks. Develops information assets to achieve organizational goals	
									(OC4) Project Management - Advanced: Leads in project management activities	
									(OC5) Completed Staff Work (CSW) - Advanced: Leads the practice of CSW in his/her office/unit	
									(LC1) Strategic Leadership (Thinking Strategically and Creatively) - Basic: Develops office/service's strategies and plans based on the DENR's mission/vision.	
									(LC2) Leading Change - Basic: Influences and guides team in understanding, accepting and supporting any change efforts/programs of the DENR	
									(LC3) People Development (Creating and Nurturing A High Performing Organization) - Basic: Applies the basic principles of motivating and coaching people in the workplace	

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									(LC4) People Performance Management (Managing Performance and Coaching for Results) - Basic: Explains performance management process and principles	
									(LC5) Partnership and Networking (Building Collaborative and Inclusive Working Relationships) - Basic: Maintains existing local partnership and networks and capitalizes on these to deliver or enhance work outcomes	
7	SUPERVISING ECOSYSTEMS MANAGEMENT SPECIALIST	OSEC-DENRB-SVEMS-195-2014	22	66867	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	N.B. Supervising EMS have the same required competencies as listed under DMO IV vacant position in the Field Offices.	PENRO SURIGAO DEL SUR - TECHNICAL SERVICES DIVISION
8	ATTORNEY III - 3 ITEMS	OSEC-DENRB-ATY3-1-2000	21	59353	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080	(RLA1) Skills in Legal Research - Advanced: Sees through/leads the delivery of legal research activities	REGIONAL OFFICE - Legal Division
9		OSEC-DENRB-ATY3-17-2014							(RLA2) Management and Disposition of ENR Cases and other Legal Concerns - Advanced: Sees through/leads the management and disposition of ENR cases and other legal concerns	REGIONAL OFFICE - Legal Division
10		OSEC-DENRB-ATY3-48-1998							(RLA3) Litigation - Advanced: Leads the handling of cases before the regular courts and quasi-judicial bodies	REGIONAL OFFICE - Legal Division
									(RLA4) Legal Counseling and Alternate Dispute Resolution (ADR) - Advanced: Leads the legal counseling and ADR	
									(RLA5) Investigation and Disposition of Administrative Complaints - Advanced: Leads the conduct of investigation and disposition of administrative complaints	
									(CC1) Discipline - Advanced: Serves as a good role model on DENR values and ethics to staff/peers	
									(CC2) Excellence - Advanced: Anticipates, identifies and manages stakeholders' standards and requirements towards excellent customer service through improving sense of responsibility and competence	
									(CC3) Nobility - Advanced: Influences others to observe virtue, goodness, honor, justness and decency in all situations	
									(CC4) Responsibility - Advanced: Leads in the observance of the principle of transparency and accountability in the workplace	

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									(CC5) Preserving and Conserving the Environment - Advanced: Serves as a good role model in conserving and preserving the environment to peers and staffs	
									(OC1) Writing Effectively - Advanced: Produces written work from scratch with some guidance while complying to agreed or prescribed standards of communicating within the bureaucracy	
									(OC2) Speaking Effectively - Advanced: Effectively delivers messages that require careful planning for the method used and the possible impact of the message (audience may be a large group, i.e., office, organization) Focus of communication is to relay information and to build motivation	
									(OC3) Technology Literacy and Managing Information - Advanced: Analyzes appropriateness of office software and equipment in the performance of assigned tasks. Develops information assets to achieve organizational goals	
									(OC4) Project Management - Advanced: Leads in project management activities	
									(OC5) Completed Staff Work (CSW) - Advanced: Leads the practice of CSW in his/her office/unit	
									(LC1) Strategic Leadership (Thinking Strategically and Creatively) - Basic: Develops office/service's strategies and plans based on the DENR's mission/vision.	
									(LC2) Leading Change - Basic: Influences and guides team in understanding, accepting and supporting any change efforts/programs of the DENR	
									(LC3) People Development (Creating and Nurturing A High Performing Organization) - Basic: Applies the basic principles of motivating and coaching people in the workplace	
									(LC4) People Performance Management (Managing Performance and Coaching for Results) - Basic: Explains performance management process and principles	
									(LC5) Partnership and Networking (Building Collaborative and Inclusive Working Relationships) - Basic: Maintains existing local partnership and networks and capitalizes on these to deliver or enhance work outcomes	
11	ADMINISTRATIVE OFFICER V (SUPPLY OFFICER III)	OSEC-DENRB-ADOF5-67-2014	18	42159	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	(RAS1) Procurement Management - Advanced: Leads in the conduct of procurement activities	REGIONAL OFFICE - ADMINISTRATIVE DIVISION

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									(RAS2) Property Management (Property Inventory and Disposal Management) - Advanced: Conducts property inventory management and property disposal <u>management activities</u>	
									(RAS3) Records Management - Advanced: Leads the implementation of records <u>management activities</u>	
									(RAS4) Computerized Records Management - Advanced: Leads the implementation of <u>computerized records management activities</u>	
									(RAS5) Courier, Postal and Messengerial Services - Advanced: Leads the conduct of courier, postal and <u>messengerial services</u>	
									(RAS6) Clerical/Secretarial/Executive Assistance Skills - Advanced: Undertakes complex secretarial and executive <u>assistant functions</u>	
									(RAS7) Building Maintenance System Administration - Advanced: Monitors implementation of <u>maintenance activities for buildings and other facilities</u>	
									(RAS8) Repair and Fabrication - Advanced: Organizes the simple and complex repair of buildings, equipment, electrical works, plumbing and airconditioning and fabrication of equipment, furniture and fixtures	
									(CC1) Discipline - Advanced: Serves as a good role model on DENR values and ethics to staff/peers	
									(CC2) Excellence - Advanced: Anticipates, identifies and manages stakeholders' standards and requirements towards excellent customer service through improving sense of responsibility and competence	
									(CC3) Nobility - Advanced: Influences others to observe virtue, goodness, honor, justness and decency in all situations	
									(CC4) Responsibility - Advanced: Leads in the observance of the principle of transparency and accountability in the workplace	
									(CC5) Preserving and Conserving the Environment - Advanced: Serves as a good role model in conserving and preserving the environment to peers and staffs	
									(OC1) Writing Effectively - Advanced: Produces written work from scratch with some guidance while complying to agreed or prescribed standards of communicating within the bureaucracy	

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									(OC2) Speaking Effectively - Advanced: Effectively delivers messages that require careful planning for the method used and the possible impact of the message (audience may be a large group, i.e., office, organization) Focus of communication is to relay information and to build motivation	
									(OC3) Technology Literacy and Managing Information - Advanced: Analyzes appropriateness of office software and equipment in the performance of assigned tasks. Develops information assets to achieve organizational goals	
									(OC4) Project Management - Advanced: Leads in project management activities	
									(OC5) Completed Staff Work (CSW) - Advanced: Leads the practice of CSW in his/her office/unit	
									(LC1) Strategic Leadership (Thinking Strategically and Creatively) - Basic: Develops office/service's strategies and plans based on the DENR's mission/vision.	
									(LC2) Leading Change - Basic: Influences and guides team in understanding, accepting and supporting any change efforts/programs of the DENR	
									(LC3) People Development (Creating and Nurturing A High Performing Organization) - Basic: Applies the basic principles of motivating and coaching people in the workplace	
									(LC4) People Performance Management (Managing Performance and Coaching for Results) - Basic: Explains performance management process and principles	
									(LC5) Partnership and Networking (Building Collaborative and Inclusive Working Relationships) - Basic: Maintains existing local partnership and networks and capitalizes on these to deliver or enhance work outcomes	
12	ATTORNEY II - 3 ITEMS	OSEC-DENRB- ATY2-19-2014	18	42159	Bachelor of Laws	None required	None required	RA 1080	N.B. Attorney II have the same required competencies as listed under Attorney III vacant position.	REGIONAL OFFICE - Legal Division

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13		OSEC-DENRB-ATY2-21-2014								REGIONAL OFFICE - Legal Division
14		OSEC-DENRB-ATY2-20-2014								REGIONAL OFFICE - Legal Division
15	DEVELOPMENT MANAGEMENT OFFICER III - 4 ITEMS	OSEC-DENRB-DMO3-248-2014	18	42159	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	N.B. DMO III have the same required competencies as listed under DMO IV vacant position in the Field Offices.	CENRO LORETO
16		OSEC-DENRB-DMO3-253-2014								CENRO TUBOD
17		OSEC-DENRB-DMO3-255-2014								PENRO SURIGAO DEL SUR- Technical Services Division
18		OSEC-DENRB-DMO3-272-2014								CENRO CANTILAN
19	FORESTER III	OSEC-DENRB-FORST3-136-1998	18	42159	Bachelor's degree in Forestry	8 hours of relevant training	2 years of relevant experience	RA 1080	N.B. DMO III have the same required competencies as listed under DMO IV vacant position in the Field Offices.	CENRO NASIPIT
20	PLANNING OFFICER III	OSEC-DENRB-PLO3-12-1998	18	42159	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	(RP1) Planning and Programming - Advanced: Handles the implementation of programming/reprogramming guidelines for DENR's short-, medium-, and long-term plans preparation (RP2) Monitoring And Evaluation - Advanced: Leads the preparation of monitoring and evaluation reports of all DENRRO programs, projects, and activities (RIS1) Statistical Analysis, Conversion of Statistical Data to Spatial Data and Conversion to Knowledge Products - Advanced: Leads the analysis of spatial data, integration of statistical and spatial data and conversion of the same to knowledge product (CC1) Discipline - Advanced: Serves as a good role model on DENR values and ethics to staff/peers	REGIONAL OFFICE - PLANNING AND MANAGEMENT DIVISION

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									(CC2) Excellence - Advanced: Anticipates, identifies and manages stakeholders' standards and requirements towards excellent customer service through improving sense of responsibility and competence	
									(CC3) Nobility - Advanced: Influences others to observe virtue, goodness, honor, justness and decency in all situations	
									(CC4) Responsibility - Advanced: Leads in the observance of the principle of transparency and accountability in the workplace	
									(CC5) Preserving and Conserving the Environment - Advanced: Serves as a good role model in conserving and preserving the environment to peers and staffs	
									(OC1) Writing Effectively - Advanced: Produces written work from scratch with some guidance while complying to agreed or prescribed standards of communicating within the bureaucracy	
									(OC2) Speaking Effectively - Advanced: Effectively delivers messages that require careful planning for the method used and the possible impact of the message (audience may be a large group, i.e., office, organization) Focus of communication is to relay information and to build motivation	
									(OC3) Technology Literacy and Managing Information - Advanced: Analyzes appropriateness of office software and equipment in the performance of assigned tasks. Develops information assets to achieve organizational goals	
									(OC4) Project Management - Advanced: Leads in project management activities	
									(OC5) Completed Staff Work (CSW) - Advanced: Leads the practice of CSW in his/her office/unit	
									(LC1) Strategic Leadership (Thinking Strategically and Creatively) - Basic: Develops office/service's strategies and plans based on the DENR's mission/vision.	
									(LC2) Leading Change - Basic: Influences and guides team in understanding, accepting and supporting any change efforts/programs of the DENR	
									(LC3) People Development (Creating and Nurturing A High Performing Organization) - Basic: Applies the basic principles of motivating and coaching people in the workplace	

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									(LC4) People Performance Management (Managing Performance and Coaching for Results) - Basic: Explains performance management process and principles	
									(LC5) Partnership and Networking (Building Collaborative and Inclusive Working Relationships) - Basic: Maintains existing local partnership and networks and capitalizes on these to deliver or enhance work outcomes	
21	PLANNING OFFICER III - 2 ITEMS	OSEC-DENRB-PLO3-88-2014	18	42159	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	(PCP1) Planning and Programming - Advanced: Organizes the preparation of the PENRO operational plans	PENRO AGUSAN DEL NORTE - MANAGEMENT SERVICES DIVISION
22		OSEC-DENRB-PLO3-92-2014							(PCP2) Monitoring and Evaluation - Advanced: Leads the preparation of monitoring and evaluation reports of all DENRPENRO programs and projects	PENRO DINAGAT ISLANDS - MANAGEMENT SERVICES DIVISION
									(PCP3) Statistical Coordination and Data Research - Advanced: Leads the conduct of statistical coordination and data research activities	
									(CC1) Discipline - Advanced: Serves as a good role model on DENR values and ethics to staff/peers	
									(CC2) Excellence - Advanced: Anticipates, identifies and manages stakeholders' standards and requirements towards excellent customer service through improving sense of responsibility and competence	
									(CC3) Nobility - Advanced: Influences others to observe virtue, goodness, honor, justness and decency in all situations	
									(CC4) Responsibility - Advanced: Leads in the observance of the principle of transparency and accountability in the workplace	
									(CC5) Preserving and Conserving the Environment - Advanced: Serves as a good role model in conserving and preserving the environment to peers and staffs	
									(OC1) Writing Effectively - Advanced: Produces written work from scratch with some guidance while complying to agreed or prescribed standards of communicating within the bureaucracy	

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									(OC2) Speaking Effectively - Advanced: Effectively delivers messages that require careful planning for the method used and the possible impact of the message (audience may be a large group, i.e., office, organization) Focus of communication is to relay information and to build motivation	
									(OC3) Technology Literacy and Managing Information - Advanced: Analyzes appropriateness of office software and equipment in the performance of assigned tasks. Develops information assets to achieve organizational goals	
									(OC4) Project Management - Advanced: Leads in project management activities	
									(OC5) Completed Staff Work (CSW) - Advanced: Leads the practice of CSW in his/her office/unit	
									(LC1) Strategic Leadership (Thinking Strategically and Creatively) - Basic: Develops office/service's strategies and plans based on the DENR's mission/vision.	
									(LC2) Leading Change - Basic: Influences and guides team in understanding, accepting and supporting any change efforts/programs of the DENR	
									(LC3) People Development (Creating and Nurturing A High Performing Organization) - Basic: Applies the basic principles of motivating and coaching people in the workplace	
									(LC4) People Performance Management (Managing Performance and Coaching for Results) - Basic: Explains performance management process and principles	
									(LC5) Partnership and Networking (Building Collaborative and Inclusive Working Relationships) - Basic: Maintains existing local partnership and networks and capitalizes on these to deliver or enhance work outcomes	
23	ENGINEER II	OSEC-DENRB-ENG2-97-2014	16	35106	Bachelor's degree in Engineering relevant to the job	4 hours of relevant training	1 year of relevant experience	RA 1080	N.B. Engineer II have the same required competencies as listed under DMO IV vacant position in the Field Offices.	CENRO CANTILAN

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24	ADMINISTRATIVE OFFICER IV (MANAGEMENT AND AUDIT ANALYST II)	OSEC-DENRB-ADOF4-82-2014	15	32053	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	(RFM4) Organization and Management Systems Improvement - Intermediate: Conducts organization and management systems improvement activitiesLeads the conduct of organization and management systems improvement activitiesPrepares plans and programs and formulates policy recommendations for the conduct of organization and management systems improvement	REGIONAL OFFICE - PLANNING AND MANAGEMENT DIVISION
									(CC1) Discipline - Intermediate: Upholds the values of DENR in every action and decision	
									(CC2) Excellence - Intermediate: Delivers and adds value to customers' expectations and requirements	
									(CC3) Nobility - Intermediate: Demonstrates virtue, goodness, honor, justness and decency even in difficult situations	
									(CC4) Responsibility - Intermediate: Practices the principle of transparency and accountability in the workplace	
									(CC5) Preserving and Conserving the Environment - Intermediate: Applies knowledge and understanding of the environment to further the aims of sustainability	
									(OC1) Writing Effectively - Intermediate: Edits existing or customizes available communication materials to produce an appropriate written work	
									(OC2) Speaking Effectively - Intermediate: Effectively delivers messages that require some planning for the Method used and the possible reception to the message (audience may be a controlled group, i.e., team/s, divisions) Focus of communication is to relay information and to build motivation	
									(OC3) Technology Literacy and Managing Information - Intermediate: Demonstrates the use of available equipment and software/s and application/s that can be utilized in the performance of the assigned tasks.Works with data to generate relevant information.	
									(OC4) Project Management - Intermediate: Conducts project management activities	
									(OC5) Completed Staff Work (CSW) - Intermediate: Demonstrates advanced knowledge in CSW by applying appropriate tools and techniques	

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
25	DEVELOPMENT MANAGEMENT OFFICER II	OSEC-DENRB-DMO2-263-2014	15	32053	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	(PCO1) Concept and Application of Integrated Ecosystems Management (IEM) - Intermediate: Applies IEM and other related approaches to NRM	PENRO AGUSAN DEL SUR - TECHNICAL SERVICES DIVISION
									(PCO2) Identification of Interventions and Integrating Strategies Across Sectors (Forestry, Coastal, Agriculture, Urban, Air Pace) and Zoning for Strategic Management - Intermediate: Identifies interventions and integrating strategies across sectors	
									(PCO3) Characterization of Ecosystems and Use of Planning Tools and Procedures - Intermediate: Undertakes characterization of ecosystems and use of planning tools and procedures	
									(PCO4) Resource Management and Restoration/Rehabilitation of Degraded Ecosystems - Intermediate: Identifies and implements appropriate resource management and restoration strategies of various ecosystems	
									(PCO5) Preparation of Natural Resources Management (NRM)-Related Plans (FLUP, CRMP, ISWMP, PAMP, IRBM, IWRM) - Intermediate: Facilitates/ provides technical assistance in the formulation and implementation of NRM- related plans (FLUP, CRMP, ISWMP, PAMP, IRBM, IWRM) and integration to LGU plans	
									(PCO6) Environment and Natural Resource (ENR) Accounting - Intermediate: Undertakes ENR accounting activities	
									(PCO7) Strategies and Schemes for Financing Environmental Projects - Intermediate: Plans, initiates and operationalizes strategies and schemes for financing environmental projects	
									(PCO8) Results-Based Monitoring and Evaluation System (RBME) and Environmental Audit for Different ENRM Sites - Intermediate: Implements RBME activities and environmental audit for different ENRM sites.	
									(PCO9) Environmental Governance - Intermediate: Undertakes environmental governance activities that include transparency, accountability, participation, collaboration and functionality	
									(PCO10) Climate Change and Environmental Management - Intermediate: Applies mitigating measures and adaptive solutions to climate change	

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
									(PCO11) Information, Education and Communication, Social Marketing and Extension Support - Intermediate: Undertakes social marketing and extension support activities to improve ENRM	
									(PCO12) Social Negotiation - Intermediate: Conducts social negotiation activities	
									(PCO13) ENR Law Enforcement - Intermediate: Assists in the conduct of ENR resource valuation activities; Implements ENR law enforcement activities & operational plans with the assistance of concerned stakeholders; Processes intelligence report from stakeholders and informants; Conducts investigation, preparation of affidavits and complaints; Monitors compliance of ENR tenure holders; Operates the e-filing system and database management	
									(PCO14) Land Disposition and Management - Intermediate: Processes and evaluates public land applications	
									(PCO15) Forest, Water and Wildlife Resources Regulation - Intermediate: Processes and evaluates forest, water and wildlife resource utilization and regulation activities	
									(PCO16) Tenure and Rights Assessment - Intermediate: Evaluates effectiveness of tenure holders based on organizational, stewardship, protection and management capabilities	
									(PCO17) Tenurial Instruments and Permits for Improved Resource Management - Intermediate: Prepares tenurial instruments and permits for improved resource management.	
									(CC1) Discipline - Intermediate: Upholds the values of DENR in every action and decision	
									(CC2) Excellence - Intermediate: Delivers and adds value to customers' expectations and requirements	
									(CC3) Nobility - Intermediate: Demonstrates virtue, goodness, honor, justness and decency even in difficult situations	
									(CC4) Responsibility - Intermediate: Practices the principle of transparency and accountability in the workplace	
									(CC5) Preserving and Conserving the Environment - Intermediate: Applies knowledge and understanding of the environment to further the aims of sustainability	

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
									(OC1) Writing Effectively - Intermediate: Edits existing or customizes available communication materials to produce an appropriate written work	
									(OC2) Speaking Effectively - Intermediate: Effectively delivers messages that require some planning for the Method used and the possible reception to the message (audience may be a controlled group, i.e., team/s, divisions) Focus of communication is to relay information and to build motivation	
									(OC3) Technology Literacy and Managing Information - Intermediate: Demonstrates the use of available equipment and software/s and application/s that can be utilized in the performance of the assigned tasks.Works with data to generate relevant information.	
									(OC4) Project Management - Intermediate: Conducts project management activities	
									(OC5) Completed Staff Work (CSW) - Intermediate: Demonstrates advanced knowledge in CSW by applying appropriate tools and techniques	
26	FORESTER II	OSEC-DENRB-FORST2-62-1998	15	32053	Bachelor's degree in Forestry	4 hours of relevant training	1 year of relevant experience	RA 1080	(RO15) Geographic Information System (GIS) - Intermediate: Implements GIS application and development for resource mapping	REGIONAL OFFICE - SURVEYS AND MAPPING DIVISION
									(RO16) Surveying - Intermediate: Conducts land surveying activities	
									(RO17) Survey Verification - Intermediate: Conducts survey verification activities	
									(RO18) Mapping - Intermediate: Conducts land mapping activities	
									(RO19) Land Management Information System Administration - Intermediate: Implements LAMS application and development for resource mapping	
									(RO20) Land Records Management - Intermediate: Maintains an updated and orderly filing system of land records	
									(CC1) Discipline - Intermediate: Upholds the values of DENR in every action and decision	
									(CC2) Excellence - Intermediate: Delivers and adds value to customers' expectations and requirements	
									(CC3) Nobility - Intermediate: Demonstrates virtue, goodness, honor, justness and decency even in difficult situations	

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
									(CC4) Responsibility - Intermediate: Practices the principle of transparency and accountability in the workplace	
									(CC5) Preserving and Conserving the Environment - Intermediate: Applies knowledge and understanding of the environment to further the aims of sustainability	
									(OC1) Writing Effectively - Intermediate: Edits existing or customizes available communication materials to produce an appropriate written work	
									(OC2) Speaking Effectively - Intermediate: Effectively delivers messages that require some planning for the Method used and the possible reception to the message (audience may be a controlled group, i.e., team/s, divisions) Focus of communication is to relay information and to build motivation	
									(OC3) Technology Literacy and Managing Information - Intermediate: Demonstrates the use of available equipment and software/s and application/s that can be utilized in the performance of the assigned tasks. Works with data to generate relevant information.	
									(OC4) Project Management - Intermediate: Conducts project management activities	
									(OC5) Completed Staff Work (CSW) - Intermediate: Demonstrates advanced knowledge in CSW by applying appropriate tools and techniques	
27	FORESTER II	OSEC-DENRB-FORST2-582-1998	15	32053	Bachelor's degree in Forestry	4 hours of relevant training	1 year of relevant experience	RA 1080	N.B. Forester II have the same required competencies as listed under DMO II vacant position in the Field Offices.	CENRO LORETO
28	LAND MANAGEMENT OFFICER II - 2 ITEMS	OSEC-DENRB-LAMO2-65-1998	15	32053	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N.B. Land Management Officer II have the same required competencies as listed under DMO II vacant position in the Field Offices.	CENRO CANTILAN
29		OSEC-DENRB-LAMO2-169-2014								CENRO BISLIG
30	PLANNING OFFICER II	OSEC-DENRB-PLO2-66-2014	15	32053	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	(PCP1) Planning and Programming - Intermediate: Consolidates and reviews the PENRO Work and Financial Plans (WFPs)	PENRO AGUSAN DEL SUR - MANAGEMENT SERVICES DIVISION

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
									(PCP2) Monitoring and Evaluation - Intermediate: Conducts monitoring and evaluation of all DENR-PENRO programs and projects	
									(PCP3) Statistical Coordination and Data Research - Intermediate: Conducts statistical coordination and data research activities	
									(CC1) Discipline - Intermediate: Upholds the values of DENR in every action and decision	
									(CC2) Excellence - Intermediate: Delivers and adds value to customers' expectations and requirements	
									(CC3) Nobility - Intermediate: Demonstrates virtue, goodness, honor, justness and decency even in difficult situations	
									(CC4) Responsibility - Intermediate: Practices the principle of transparency and accountability in the workplace	
									(CC5) Preserving and Conserving the Environment - Intermediate: Applies knowledge and understanding of the environment to further the aims of sustainability	
									(OC1) Writing Effectively - Intermediate: Edits existing or customizes available communication materials to produce an appropriate written work	
									(OC2) Speaking Effectively - Intermediate: Effectively delivers messages that require some planning for the Method used and the possible reception to the message (audience may be a controlled group, i.e., team/s, divisions) Focus of communication is to relay information and to build motivation	
									(OC3) Technology Literacy and Managing Information - Intermediate: Demonstrates the use of available equipment and software/s and application/s that can be utilized in the performance of the assigned tasks.Works with data to generate relevant information.	
									(OC4) Project Management - Intermediate: Conducts project management activities	
									(OC5) Completed Staff Work (CSW) - Intermediate: Demonstrates advanced knowledge in CSW by applying appropriate tools and techniques	
31	ADMINISTRATIVE OFFICER II (HRMO I)	OSEC-DENRB- ADOF2-35- 2004	11	22316	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	(RHR6) Learning Needs Assessment (LNA) - Intermediate: Implements LNA activities	REGIONAL OFFICE - ADMINISTRATIVE DIVISION
									(RHR7) Preparation Of Learning Design - Intermediate: Prepares the learning design	

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
									(RHR8) Learning Event Management - Intermediate: Implements learning program management activities	
									(RHR9) Learning Event Facilitation - Intermediate: Facilitates meetings, trainings seminars and small workshops	
									(RHR10) Network and Linkaging with HR Partners - Intermediate: Maintains partnership and networks to deliver and enhance work outcomes	
									(RHR11) Monitoring and Evaluation (M&E) of Learning and Development (L&D) Programs - Intermediate: Implements learning and development M&E activities	
									(RHR12) Scholarship Administration - Intermediate: Implements scholarship administration activities	
									(RHR13) HR Planning - Intermediate: Conducts HR planning activities	
									(RHR14) Career Development - Intermediate: Conducts career development activities	
									(CC1) Discipline - Intermediate: Upholds the values of DENR in every action and decision	
									(CC2) Excellence - Intermediate: Delivers and adds value to customers' expectations and requirements	
									(CC3) Nobility - Intermediate: Demonstrates virtue, goodness, honor, justness and decency even in difficult situations	
									(CC4) Responsibility - Intermediate: Practices the principle of transparency and accountability in the workplace	
									(CC5) Preserving and Conserving the Environment - Intermediate: Applies knowledge and understanding of the environment to further the aims of sustainability	
									(OC1) Writing Effectively - Intermediate: Edits existing or customizes available communication materials to produce an appropriate written work	
									(OC2) Speaking Effectively - Intermediate: Effectively delivers messages that require some planning for the Method used and the possible reception to the message (audience may be a controlled group, i.e., team/s, divisions) Focus of communication is to relay information and to build motivation	
									(OC3) Technology Literacy and Managing Information - Intermediate: Demonstrates the use of available equipment and software/s and application/s that can be utilized in the performance of the assigned tasks. Works with data to generate relevant information.	

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
									(OC4) Project Management - Intermediate: Conducts project management activities	
									(OC5) Completed Staff Work (CSW) - Intermediate: Demonstrates advanced knowledge in CSW by applying appropriate tools and techniques	
32	CARTOGRAPHER III	OSEC-DENRB-CGR3-14-1998	11	22316	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) Draftsman or Illustrator (MC 11, s. 96 - Cat. I) First Level Eligibility	N.B. Cartographer III have the same required competencies as listed under Forester II vacant position in the Surveys and Mapping Division-Regional Office.	REGIONAL OFFICE - SURVEYS AND MAPPING DIVISION
33	DEVELOPMENT MANAGEMENT OFFICER I	OSEC-DENRB-DMO1-85-2014	11	22316	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	(RO21) Land Disposition and Management - Intermediate: Processes and evaluates public land applications	REGIONAL OFFICE - Licenses, Patents and Deeds Division
									(RO22) Forest, Water & Wildlife Resources Regulation - Intermediate: Processes and evaluates forest, water and wildlife resource utilization and regulation activities	
									(RO23) Tenure and Rights Assessment - Intermediate: Evaluates effectiveness of tenure holders based on organizational, stewardship, protection and management capabilities	
									(RO24) Tenurial Instruments and Permits for Improved Resource Management - Intermediate: Prepares tenurial instruments and permits for improved resource management	
									(CC1) Discipline - Intermediate: Upholds the values of DENR in every action and decision	
									(CC2) Excellence - Intermediate: Delivers and adds value to customers' expectations and requirements	
									(CC3) Nobility - Intermediate: Demonstrates virtue, goodness, honor, justness and decency even in difficult situations	
									(CC4) Responsibility - Intermediate: Practices the principle of transparency and accountability in the workplace	
									(CC5) Preserving and Conserving the Environment - Intermediate: Applies knowledge and understanding of the environment to further the aims of sustainability	
									(OC1) Writing Effectively - Intermediate: Edits existing or customizes available communication materials to produce an appropriate written work	

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
									(OC2) Speaking Effectively - Intermediate: Effectively delivers messages that require some planning for the Method used and the possible reception to the message (audience may be a controlled group, i.e., team/s, divisions) Focus of communication is to relay information and to build motivation.	
									(OC3) Technology Literacy and Managing Information - Intermediate: Demonstrates the use of available equipment and software/s and application/s that can be utilized in the performance of the assigned tasks. Works with data to generate relevant information.	
									(OC4) Project Management - Intermediate: Conducts project management activities	
									(OC5) Completed Staff Work (CSW) - Intermediate: Demonstrates advanced knowledge in CSW by applying appropriate tools and techniques	
34	ECOSYSTEMS MANAGEMENT SPECIALIST I	OSEC-DENRB- ECOMS1-249- 2014	11	22316	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N.B. EMS I have the same required competencies as listed under DMO II vacant position in the Field Offices.	CENRO CABADBARAN (Tubay)
35	FORESTER I - 2 ITEMS	OSEC-DENRB- FORST1-803- 1998	11	22316	Bachelor's degree in Forestry	None required	None required	RA 1080	N.B. Forester I have the same required competencies as listed under DMO II vacant position in the Field Offices.	CENRO NASIPIT
36		OSEC-DENRB- FORST1-807- 1998								CENRO NASIPIT
37	FORESTER I	OSEC-DENRB- FORST1-944- 1998	11	22316	Bachelor's degree in Forestry	None required	None required	RA 1080	N.B. Forester I have the same required competencies as listed under DMO I vacant position in the Licenses, Patents and Deeds Division-Regional Office.	REGIONAL OFFICE - LICENSES, PATENTS AND DEEDS DIVISION
38	LAND MANAGEMENT OFFICER I - 4 ITEMS	OSEC-DENRB- LAMO1-121- 2014	11	22316	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N.B. LMO I have the same required competencies as listed under DMO II vacant position in the Field Offices.	CENRO CANTILAN
39		OSEC-DENRB- LAMO1-59- 1998								CENRO BUNAWAN
40		OSEC-DENRB- LAMO1-79- 1998								CENRO BISLIG

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41		OSEC-DENRB-LAMO1-82-1998								CENRO LIANGA
42	SPECIAL INVESTIGATOR I - 3 ITEMS	OSEC-DENRB-SPI1-65-1998	11	22316	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N.B. Special Investigator I have the same required competencies as listed under DMO II vacant position in the Field Offices.	CENRO NASIPIT
43		OSEC-DENRB-SPI1-84-1998								CENRO BISLIG
44		OSEC-DENRB-SPI1-88-2014								CENRO TUBOD
45	ADMINISTRATIVE OFFICER I (CASHIER I)	OSEC-DENRB-ADOF1-79-2004	10	20219	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	(PCAS4) Clerical/Secretarial/Executive Assistance Skills - Intermediate: Implements complete staff work and enhances personal security measures	PENRO SURIGAO DEL SUR- Management Services Division
									(CC1) Discipline - Intermediate: Upholds the values of DENR in every action and decision	
									(CC2) Excellence - Intermediate: Delivers and adds value to customers' expectations and requirements	
									(CC3) Nobility - Intermediate: Demonstrates virtue, goodness, honor, justness and decency even in difficult situations	
									(CC4) Responsibility - Intermediate: Practices the principle of transparency and accountability in the workplace	
									(CC5) Preserving and Conserving the Environment - Intermediate: Applies knowledge and understanding of the environment to further the aims of sustainability	
									(OC1) Writing Effectively - Intermediate: Edits existing or customizes available communication materials to produce an appropriate written work	
									(OC2) Speaking Effectively - Intermediate: Effectively delivers messages that require some planning for the Method used and the possible reception to the message (audience may be a controlled group, i.e., team/s, divisions) Focus of communication is to relay information and to build motivation	

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
									(OC3) Technology Literacy and Managing Information - Intermediate: Demonstrates the use of available equipment and software/s and application/s that can be utilized in the performance of the assigned tasks. Works with data to generate relevant information.	
									(OC4) Project Management - Intermediate: Conducts project management activities	
									(OC5) Completed Staff Work (CSW) - Intermediate: Demonstrates advanced knowledge in CSW by applying appropriate tools and techniques	
46	ADMINISTRATIVE OFFICER I (RECORDS OFFICER I)	OSEC-DENRB- ADOF1-94-2004	10	20219	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	(RO15) Geographic Information System (GIS) - Intermediate: Implements GIS application and development for resource mapping	REGIONAL OFFICE - SURVEYS AND MAPPING DIVISION
									(RO16) Surveying - Intermediate: Conducts land surveying activities	
									(RO17) Survey Verification - Intermediate: Conducts survey verification activities	
									(RO18) Mapping - Intermediate: Conducts land mapping activities	
									(RO19) Land Management Information System Administration - Intermediate: Implements LAMS application and development for resource mapping	
									(RO20) Land Records Management - Intermediate: Maintains an updated and orderly filing system of land records	
									(CC1) Discipline - Intermediate: Upholds the values of DENR in every action and decision	
									(CC2) Excellence - Intermediate: Delivers and adds value to customers' expectations and requirements	
									(CC3) Nobility - Intermediate: Demonstrates virtue, goodness, honor, justness and decency even in difficult situations	
									(CC4) Responsibility - Intermediate: Practices the principle of transparency and accountability in the workplace	
									(CC5) Preserving and Conserving the Environment - Intermediate: Applies knowledge and understanding of the environment to further the aims of sustainability	
									(OC1) Writing Effectively - Intermediate: Edits existing or customizes available communication materials to produce an appropriate written work	

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
									(OC2) Speaking Effectively - Intermediate: Effectively delivers messages that require some planning for the Method used and the possible reception to the message (audience may be a controlled group, i.e., team/s, divisions) Focus of communication is to relay information and to build motivation	
									(OC3) Technology Literacy and Managing Information - Intermediate: Demonstrates the use of available equipment and software/s and application/s that can be utilized in the performance of the assigned tasks. Works with data to generate relevant information.	
									(OC4) Project Management - Intermediate: Conducts project management activities	
									(OC5) Completed Staff Work (CSW) - Intermediate: Demonstrates advanced knowledge in CSW by applying appropriate tools and techniques	
47	ADMINISTRATIVE OFFICER I (RECORDS OFFICER I) - 3 ITEMS	OSEC-DENRB-ADOF1-80-2004	10	20219	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	(PCAS3) Records Management - Intermediate: Implements records management activities	CENRO TUBOD
48		OSEC-DENRB-ADOF1-88-2004							(PCAS4) Clerical/Secretarial/Executive Assistance Skills - Intermediate: Implements complete staff work and enhances personal security measures	CENRO CABADBARAN (TUBAY)
49		OSEC-DENRB-ADOF1-104-2004							(PCAS8) Customer Assistance and Request Handling - Intermediate: Monitors the work progress of the requests, complaints, observations and suggestions	CENRO LIANGA
									(CC1) Discipline - Intermediate: Upholds the values of DENR in every action and decision	
									(CC2) Excellence - Intermediate: Delivers and adds value to customers' expectations and requirements	
									(CC3) Nobility - Intermediate: Demonstrates virtue, goodness, honor, justness and decency even in difficult situations	
									(CC4) Responsibility - Intermediate: Practices the principle of transparency and accountability in the workplace	
									(CC5) Preserving and Conserving the Environment - Intermediate: Applies knowledge and understanding of the environment to further the aims of sustainability	

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
									(OC1) Writing Effectively - Intermediate: Edits existing or customizes available communication materials to produce an appropriate written work	
									(OC2) Speaking Effectively - Intermediate: Effectively delivers messages that require some planning for the Method used and the possible reception to the message (audience may be a controlled group, i.e., team/s, divisions) Focus of communication is to relay information and to build motivation	
									(OC3) Technology Literacy and Managing Information - Intermediate: Demonstrates the use of available equipment and software/s and application/s that can be utilized in the performance of the assigned tasks. Works with data to generate relevant information.	
									(OC4) Project Management - Intermediate: Conducts project management activities	
									(OC5) Completed Staff Work (CSW) - Intermediate: Demonstrates advanced knowledge in CSW by applying appropriate tools and techniques	
50	ADMINISTRATIVE OFFICER I (SUPPLY OFFICER I)	OSEC-DENRB-ADOF1-89-2004	10	20219	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	(RAS1) Procurement Management - Intermediate: Implements procurement activities	REGIONAL OFFICE - ADMINISTRATIVE DIVISION
									(RAS2) Property Management (Property Inventory and Disposal Management) - Intermediate: Conducts property warehousing, storage and inventory of the property, plant and equipment of the office	
									(RAS3) Records Management - Intermediate: Implements records management activities	
									(RAS4) Computerized Records Management - Intermediate: Implements computerized records management activities	
									(RAS5) Courier, Postal and Messengerial Services - Intermediate: Performs more complex courier, postal and messengerial services	
									(RAS6) Clerical/Secretarial/Executive Assistance Skills - Intermediate: Undertakes clerical, secretarial and executive assistant functions.	
									(RAS7) Building Maintenance System Administration - Intermediate: Performs complex maintenance activities of buildings and other facilities	
									(RAS8) Repair and Fabrication - Intermediate: Performs more complex repairs and fabrication of damaged portion of buildings, furniture and fixtures.	

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
									(CC1) Discipline - Intermediate: Upholds the values of DENR in every action and decision	
									(CC2) Excellence - Intermediate: Delivers and adds value to customers' expectations and requirements	
									(CC3) Nobility - Intermediate: Demonstrates virtue, goodness, honor, justness and decency even in difficult situations	
									(CC4) Responsibility - Intermediate: Practices the principle of transparency and accountability in the workplace	
									(CC5) Preserving and Conserving the Environment - Intermediate: Applies knowledge and understanding of the environment to further the aims of sustainability	
									(OC1) Writing Effectively - Intermediate: Edits existing or customizes available communication materials to produce an appropriate written work	
									(OC2) Speaking Effectively - Intermediate: Effectively delivers messages that require some planning for the Method used and the possible reception to the message (audience may be a controlled group, i.e., team/s, divisions) Focus of communication is to relay information and to build motivation	
									(OC3) Technology Literacy and Managing Information - Intermediate: Demonstrates the use of available equipment and software/s and application/s that can be utilized in the performance of the assigned tasks. Works with data to generate relevant information.	
									(OC4) Project Management - Intermediate: Conducts project management activities	
									(OC5) Completed Staff Work (CSW) - Intermediate: Demonstrates advanced knowledge in CSW by applying appropriate tools and techniques	
51	ADMINISTRATIVE OFFICER I (SUPPLY OFFICER I)	OSEC-DENRB-ADOF1-90-2004	10	20219	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	(PCAS1) Procurement Management - Intermediate: Has Intermediate Skill/Working Knowledge on RA 9184 and e-procurement; and applies limited technical skills and demonstrates limited knowledge of emerging technology (e.g. IT, processes, methodologies, etc.) on procurement management related activities.	PENRO SURIGAO DEL SUR - MANAGEMENT SERVICES DIVISION
									(PCAS2) Property Management (Property Inventory and Disposal Management) - Intermediate: Conducts property warehousing, storage and inventory of the property, plant and equipment of the office	

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
									(CC1) Discipline - Intermediate: Upholds the values of DENR in every action and decision	
									(CC2) Excellence - Intermediate: Delivers and adds value to customers' expectations and requirements	
									(CC3) Nobility - Intermediate: Demonstrates virtue, goodness, honor, justness and decency even in difficult situations	
									(CC4) Responsibility - Intermediate: Practices the principle of transparency and accountability in the workplace	
									(CC5) Preserving and Conserving the Environment - Intermediate: Applies knowledge and understanding of the environment to further the aims of sustainability	
									(OC1) Writing Effectively - Intermediate: Edits existing or customizes available communication materials to produce an appropriate written work	
									(OC2) Speaking Effectively - Intermediate: Effectively delivers messages that require some planning for the Method used and the possible reception to the message (audience may be a controlled group, i.e., team/s, divisions) Focus of communication is to relay information and to build motivation	
									(OC3) Technology Literacy and Managing Information - Intermediate: Demonstrates the use of available equipment and software/s and application/s that can be utilized in the performance of the assigned tasks. Works with data to generate relevant information.	
									(OC4) Project Management - Intermediate: Conducts project management activities	
									(OC5) Completed Staff Work (CSW) - Intermediate: Demonstrates advanced knowledge in CSW by applying appropriate tools and techniques	
52	CREDIT OFFICER I	OSEC-DENRB-CROF1-144-2014	9	18784	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	(PCFM4) Cash Management - Basic: Assists in the discharge of cash management activities	CENRO LORETO
									(CC1) Discipline - Basic: Practices ethical and professional behaviors	
									(CC2) Excellence - Basic: Complies with DENR's standards of service deliver	
									(CC3) Nobility - Basic: Demonstrates virtue, goodness, honor, iustness and decency at all times	

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
									(CC4) Responsibility - Basic: Observes the principle of transparency and accountability in the workplace with <u>supervision and guidance</u>	
									(CC5) Preserving and Conserving the Environment - Basic: Has knowledge of concepts and application of <u>preservation and conservation of the environment</u>	
									(OC1) Writing Effectively - Basic: Refers to and/or uses existing communication materials or templates to produce <u>own written work</u>	
									(OC2) Speaking Effectively - Basic: Effectively delivers messages that simply focus on data, facts or information and requires minimal preparation or can be supported by available communication materials. Focus of communication is to relay information and/or data.	
									(OC3) Technology Literacy and Managing Information - Basic: Applies basic technology (office software and equipment) in the performance of the assigned tasks. <u>Collects, organizes and maintains data</u>	
									(OC4) Project Management - Basic: Assists in project <u>management activities</u>	
									(OC5) Completed Staff Work (CSW) - Basic: Practices basic knowledge of CSW to generate complete, accurate, <u>relevant and timely output</u>	
53	ADMINISTRATIVE ASSISTANT III (SECRETARY II)	OSEC-DENRB-ADAS3-33-2004	9	18784	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	(RAS6) Clerical/Secretarial/Executive Assistance Skills - Basic: Undertakes routine clerical and secretarial functions.	REGIONAL OFFICE - OFFICE OF THE REGIONAL EXECUTIVE DIRECTOR
									(RSC11) Media Relations Management - Basic: Prepares basic publications, media relations materials and audio-visual <u>media materials</u>	
									(RSC12) Development Communication Management - Basic: Assists in the conduct of development <u>communication activities</u>	
									(RSC13) Event Management - Basic: Assists in the conduct of event <u>management activities</u> .	
									(RSC16) Photojournalism - Basic: Undertakes photography <u>works</u>	
									(RSC17) Library Management - Basic: Assists in library <u>management activities</u>	
									(CC1) Discipline - Basic: Practices ethical and <u>professional behaviors</u>	
									(CC2) Excellence - Basic: Complies with DENR's standards of service deliver	

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
									(CC3) Nobility - Basic: Demonstrates virtue, goodness, honor, justness and decency at all times	
									(CC4) Responsibility - Basic: Observes the principle of transparency and accountability in the workplace with supervision and guidance	
									(CC5) Preserving and Conserving the Environment - Basic: Has knowledge of concepts and application of preservation and conservation of the environment	
									(OC1) Writing Effectively - Basic: Refers to and/or uses existing communication materials or templates to produce own written work	
									(OC2) Speaking Effectively - Basic: Effectively delivers messages that simply focus on data, facts or information and requires minimal preparation or can be supported by available communication materials. Focus of communication is to relay information and/or data.	
									(OC3) Technology Literacy and Managing Information - Basic: Applies basic technology (office software and equipment) in the performance of the assigned tasks. Collects, organizes and maintains data	
									(OC4) Project Management - Basic: Assists in project management activities	
									(OC5) Completed Staff Work (CSW) - Basic: Practices basic knowledge of CSW to generate complete, accurate, relevant and timely output	
54	ADMINISTRATIVE ASSISTANT II (BOOKKEEPER)	OSEC-DENRB-ADAS2-87-2004	8	17505	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	(PCFM2) Budget Preparation - Basic: Assists in budget preparation activities to determine the DENR's financial requirement	PENRO AGUSAN DEL SUR - MANAGEMENT SERVICES DIVISION
									(PCFM3) Budget Administration And Control - Basic: Assists in the preparation of budget allocation of departments/divisions	
									(CC1) Discipline - Basic: Practices ethical and professional behaviors	
									(CC2) Excellence - Basic: Complies with DENR's standards of service deliver	
									(CC3) Nobility - Basic: Demonstrates virtue, goodness, honor, justness and decency at all times	
									(CC4) Responsibility - Basic: Observes the principle of transparency and accountability in the workplace with supervision and guidance	

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
									(CC5) Preserving and Conserving the Environment - Basic: Has knowledge of concepts and application of <u>preservation and conservation of the environment</u>	
									(OC1) Writing Effectively - Basic: Refers to and/or uses existing communication materials or templates to produce <u>own written work</u>	
									(OC2) Speaking Effectively - Basic: Effectively delivers messages that simply focus on data, facts or information and requires minimal preparation or can be supported by available communication materials. Focus of communication is to relay information and/or data.	
									(OC3) Technology Literacy and Managing Information - Basic: Applies basic technology (office software and equipment) in the performance of the assigned tasks. <u>Collects, organizes and maintains data</u>	
									(OC4) Project Management - Basic: Assists in project <u>management activities</u>	
									(OC5) Completed Staff Work (CSW) - Basic: Practices basic knowledge of CSW to generate complete, accurate, <u>relevant and timely output</u>	
55	FOREST TECHNICIAN II	OSEC-DENRB-FORT2-706-2014	8	17505	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	(RO1) Concept and Application of Integrated Ecosystems Management (IEM) - Basic: Assists in the application of IEM and other related approaches to NRM	REGIONAL OFFICE - CONSERVATION AND DEVELOPMENT DIVISION
									(RO2) Identification of Interventions and Integrating Strategies across Sectors (Forestry, Coastal, Agriculture, Urban, Air Space) and Zoning for Strategic Management - Basic: Assists in the identification of interventions and <u>integrating strategies across sectors</u>	
									(RO3) Characterization of Ecosystem and Use of Planning Tools and Procedures - Basic: Assists in the characterization of ecosystem and use of planning tools <u>and procedures</u>	
									(RO4) Resource Management and Restoration/ Rehabilitation of Degraded Ecosystems - Basic: Assists in identifying appropriate resource management and restoration strategies of various ecosystems	
									(RO5) Preparation of Natural Resources Management (NRM)-Related Plans (FLUP, CRMP, SWMP, PAMP, IRBM, IWRM) - Basic: Assists in the preparation of NRM-related Plans (FLUP, CRMP, SWMP, PAMP, IRBM, IWRM) and integration to LGU Plans	

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
									(RO6) Environment and Natural Resource Accounting (ENRA) - Basic: Assists in undertaking Environment and Natural Resource Accounting activities	
									(RO7) Strategies and Schemes for Financing Environmental Projects - Basic: Assists in planning, initiating and operationalizing strategies and schemes for financing environmental projects	
									(RO8) Results-Based Monitoring and Evaluation System (RBME) and Environmental Audit for Different ENRM Sites - Basic: Assists in RBME and environmental audit of activities for different ENRM sites	
									(RO9) Environmental Governance - Basic: Assists in environmental governance activities that include transparency, accountability, participation, collaboration and functionality	
									(RO10) Climate Change and Environmental Management - Basic: Assists in applying mitigating measures and adaptive solutions to climate change	
									(RO12) Impact Assessment across Ecosystems - Basic: Assists in the conduct of impact assessment across ecosystems and in evaluating land and resource uses and FIA/IFF applications	
									(RO13) Social Negotiation - Basic: Assists in social negotiation activities	
									(CC1) Discipline - Basic: Practices ethical and professional behaviors	
									(CC2) Excellence - Basic: Complies with DENR's standards of service deliver	
									(CC3) Nobility - Basic: Demonstrates virtue, goodness, honor, iustness and decency at all times	
									(CC4) Responsibility - Basic: Observes the principle of transparency and accountability in the workplace with supervision and guidance	
									(CC5) Preserving and Conserving the Environment - Basic: Has knowledge of concepts and application of preservation and conservation of the environment	
									(OC1) Writing Effectively - Basic: Refers to and/or uses existing communication materials or templates to produce own written work	

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
									(OC2) Speaking Effectively - Basic: Effectively delivers messages that simply focus on data, facts or information and requires minimal preparation or can be supported by available communication materials. Focus of communication is to relay information and/or data.	
									(OC3) Technology Literacy and Managing Information - Basic: Applies basic technology (office software and equipment) in the performance of the assigned tasks. <u>Collects, organizes and maintains data</u>	
									(OC4) Project Management - Basic: Assists in project <u>management activities</u>	
									(OC5) Completed Staff Work (CSW) - Basic: Practices basic knowledge of CSW to generate complete, accurate, <u>relevant and timely output</u>	
56	FOREST TECHNICIAN II - 6 ITEMS	OSEC-DENRB- FORT2-729- 2014	8	17505	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	(PCO1) Concept and Application of Integrated Ecosystems Management (IEM) - Basic: Assists in the application of IEM and other related approaches to NRM	CENRO BAYUGAN
57		OSEC-DENRB- FORT2-737- 2014							(PCO2) Identification of Interventions and Integrating Strategies across Sectors (Forestry, Coastal, Agriculture, Urban, Air Space) and Zoning for Strategic Management - Basic: Assists in the identification of interventions and <u>integrating strategies across sectors</u>	CENRO BUNAWAN
58		OSEC-DENRB- FORT2-751- 2014							(PCO3) Characterization of Ecosystem and Use of Planning Tools and Procedures - Basic: Assists in the characterization of ecosystem and use of planning tools and procedures	PENRO SURIGAO DEL NORTE - TECHNICAL SERVICES DIVISION
59		OSEC-DENRB- FORT2-763- 2014							(PCO4) Resource Management and Restoration/ Rehabilitation of Degraded Ecosystems - Basic: Assists in identifying appropriate resource management and restoration strategies of various ecosystems	CENRO CANTILAN
60		OSEC-DENRB- FORT2-765- 2014							(PCO5) Preparation of Natural Resources Management (NRM)-Related Plans (FLUP, CRMP, SWMP, PAMP, IRBM, IWRM) - Basic: Assists in the preparation of NRM-related Plans (FLUP, CRMP, SWMP, PAMP, IRBM, IWRM) and integration to LGU Plans	CENRO CANTILAN
61		OSEC-DENRB- FORT2-774- 2014							(PCO6) Environment and Natural Resource Accounting (ENRA) - Basic: Assists in undertaking Environment and Natural Resource Accounting activities	PENRO DINAGAT ISLANDS - TECHNICAL SERVICES DIVISION

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
									(PCO7) Strategies and Schemes for Financing Environmental Projects - Basic: Assists in planning, initiating and operationalizing strategies and schemes for <u>financing environmental projects</u>	
									(PCO8) Results-Based Monitoring and Evaluation System (RBME) and Environmental Audit for Different ENRM Sites - Basic: Assists in RBME and environmental audit of activities for different ENRM sites	
									(PCO9) Environmental Governance - Basic: Assists in environmental governance activities that include transparency, accountability, participation, collaboration <u>and functionality</u>	
									(RO10) Climate Change and Environmental Management - Basic: Assists in applying mitigating measures and <u>adaptive solutions to climate change</u>	
									(PCO12) Social Negotiation - Basic: Assists in social <u>negotiation activities</u>	
									(CC1) Discipline - Basic: Practices ethical and <u>professional behaviors</u>	
									(CC2) Excellence - Basic: Complies with DENR's <u>standards of service deliver</u>	
									(CC3) Nobility - Basic: Demonstrates virtue, goodness, honor, <u>justness and decency at all times</u>	
									(CC4) Responsibility - Basic: Observes the principle of transparency and accountability in the workplace with <u>supervision and guidance</u>	
									(CC5) Preserving and Conserving the Environment - Basic: Has knowledge of concepts and application of <u>preservation and conservation of the environment</u>	
									(OC1) Writing Effectively - Basic: Refers to and/or uses existing communication materials or templates to produce <u>own written work</u>	
									(OC2) Speaking Effectively - Basic: Effectively delivers messages that simply focus on data, facts or information and requires minimal preparation or can be supported by available communication materials. Focus of communication is to relay information and/or data.	
									(OC3) Technology Literacy and Managing Information - Basic: Applies basic technology (office software and equipment) in the performance of the assigned tasks. <u>Collects, organizes and maintains data</u>	
									(OC4) Project Management - Basic: Assists in project <u>management activities</u>	

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
									(OC5) Completed Staff Work (CSW) - Basic: Practices basic knowledge of CSW to generate complete, accurate, relevant and timely output	
62	PARK MAINTENANCE FOREMAN - 3 ITEMS	OSEC-DENRB-PMF-190-2014	8	17505	High School Graduate	4 hours of relevant training	1 year of relevant experience	None required (MC 11, s. 96 - Cat. III)	(PCO1) Concept and Application of Integrated Ecosystems Management (IEM) - Basic: Assists in the application of IEM and other related approaches to Natural Resources Management (NRM)	CENRO CABADBARAN (TUBAY)
63		OSEC-DENRB-PMF-193-2014							(PCO2) Identification of Interventions and Integrating Strategies Across Sectors (Forestry, Coastal, Agriculture, Urban, Air Pace) and Zoning for Strategic Management - Basic: Assists in the identification of interventions and integrating strategies across sectors	CENRO BUNAWAN
64		OSEC-DENRB-PMF-197-2014							(PCO3) Characterization of Ecosystems and Use of Planning Tools and Procedures - Basic: Assists in the characterization of ecosystems and use of planning tools and procedures	CENRO LORETO
									(PCO4) Resource Management and Restoration/Rehabilitation of Degraded Ecosystems - Basic: Assists in identifying and implementing appropriate resource management and restoration strategies of various ecosystems	
									(PCO5) Preparation of Natural Resources Management (NRM)-Related Plans (FLUP, CRMP, ISWMP, PAMP, IRBM, IWRM) - Basic: Assists in the preparation of NRMrelated plans (FLUP, CRMP, ISWMP, PAMP, IRBM, IWRM) and integration to LGU plans	
									(CC1) Discipline - Basic: Practices ethical and professional behaviors	
									(CC2) Excellence - Basic: Complies with DENR's standards of service deliver	
									(CC3) Nobility - Basic: Demonstrates virtue, goodness, honor, justness and decency at all times	
									(CC4) Responsibility - Basic: Observes the principle of transparency and accountability in the workplace with supervision and guidance	
									(CC5) Preserving and Conserving the Environment - Basic: Has knowledge of concepts and application of preservation and conservation of the environment	
									(OC1) Writing Effectively - Basic: Refers to and/or uses existing communication materials or templates to produce own written work	

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
									(OC2) Speaking Effectively - Basic: Effectively delivers messages that simply focus on data, facts or information and requires minimal preparation or can be supported by available communication materials. Focus of communication is to relay information and/or data.	
									(OC3) Technology Literacy and Managing Information - Basic: Applies basic technology (office software and equipment) in the performance of the assigned tasks. <u>Collects, organizes and maintains data</u>	
									(OC4) Project Management - Basic: Assists in project management activities	
									(OC5) Completed Staff Work (CSW) - Basic: Practices basic knowledge of CSW to generate complete, accurate, <u>relevant and timely output</u>	
65	ADMINISTRATIVE ASSISTANT I (COMPUTER OPERATOR I)	OSEC-DENRB-ADAS1-170-2014	7	16458	Completion of two years studies in college or high School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Subprofessional) Data Encoder (MC 11, s. 96 - Cat I) First Level Eligibility	(RAS1) Procurement Management - Basic: Assists in the conduct of procurement activities	REGIONAL OFFICE - ADMINISTRATIVE DIVISION
									(RAS6) Property Management (Property Inventory and Disposal Management) - Basic: Undertakes routine <u>clerical and secretarial functions.</u>	
									(CC1) Discipline - Basic: Practices ethical and professional behaviors	
									(CC2) Excellence - Basic: Complies with DENR's standards of service deliver	
									(CC3) Nobility - Basic: Demonstrates virtue, goodness, honor, justness and decency at all times	
									(CC4) Responsibility - Basic: Observes the principle of transparency and accountability in the workplace with <u>supervision and guidance</u>	
									(CC5) Preserving and Conserving the Environment - Basic: Has knowledge of concepts and application of <u>preservation and conservation of the environment</u>	
									(OC1) Writing Effectively - Basic: Refers to and/or uses existing communication materials or templates to produce <u>own written work</u>	

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
									(OC2) Speaking Effectively - Basic: Effectively delivers messages that simply focus on data, facts or information and requires minimal preparation or can be supported by available communication materials. Focus of communication is to relay information and/or data.	
									(OC3) Technology Literacy and Managing Information - Basic: Applies basic technology (office software and equipment) in the performance of the assigned tasks. <u>Collects, organizes and maintains data</u>	
									(OC5) Completed Staff Work (CSW) - Basic: Practices basic knowledge of CSW to generate complete, accurate, <u>relevant and timely output</u>	
66	ADMINISTRATIVE ASSISTANT I (COMPUTER OPERATOR I) - 2 ITEMS	OSEC-DENRB-ADAS1-165-2014	7	16458	Completion of two years studies in college or high School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Subprofessional) Data Encoder (MC 11, s. 96 - Cat I) First Level Eligibility	(PCAS4) Clerical/Secretarial/Executive Assistance Skills - Basic: Assists in discharging complete staff work	PENRO AGUSAN DEL SUR
67		OSEC-DENRB-ADAS1-167-2014							(PCAS8) Customer Assistance and Request Handling - Basic: Receives requests, complaints, observations and suggestions, and informs concerned personnel and offices	PENRO SURIGAO DEL SUR - MANAGEMENT SERVICES DIVISION
									(CC1) Discipline - Basic: Practices ethical and professional behaviors	
									(CC2) Excellence - Basic: Complies with DENR's standards of service deliver	
									(CC3) Nobility - Basic: Demonstrates virtue, goodness, honor, justness and decency at all times	
									(CC4) Responsibility - Basic: Observes the principle of transparency and accountability in the workplace with supervision and guidance	
									(CC5) Preserving and Conserving the Environment - Basic: Has knowledge of concepts and application of <u>preservation and conservation of the environment</u>	
									(OC1) Writing Effectively - Basic: Refers to and/or uses existing communication materials or templates to produce own written work	

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
									(OC2) Speaking Effectively - Basic: Effectively delivers messages that simply focus on data, facts or information and requires minimal preparation or can be supported by available communication materials. Focus of communication is to relay information and/or data.	
									(OC3) Technology Literacy and Managing Information - Basic: Applies basic technology (office software and equipment) in the performance of the assigned tasks. <u>Collects, organizes and maintains data</u>	
									(OC5) Completed Staff Work (CSW) - Basic: Practices basic knowledge of CSW to generate complete, accurate, <u>relevant and timely output</u>	
68	ADMINISTRATIVE AIDE VI (CLERK III)	OSEC-DENRB-ADA6-102-2004	6	15524	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	(RO21) Land Disposition and Management - Basic: Assists in the disposition of A&D land and management of other government lands	REGIONAL OFFICE - LICENSES, PATENTS AND DEEDS DIVISION
									(RO22) Forest, Water & Wildlife Resources Regulation - Basic: Assists in the forest, water and <u>wildlife resource utilization and regulation activities</u>	
									(RO23) Tenure and Rights Assessment - Basic: Assists in the evaluation of effectiveness of tenure holders based on organizational, stewardship, protection and <u>management capabilities</u>	
									(RO24) Tenurial Instruments and Permits for Improved Resource Management - Basic: Assists in the preparation of tenurial instruments and permits for improved resource <u>management</u>	
									(CC1) Discipline - Basic: Practices ethical and <u>professional behaviors</u>	
									(CC2) Excellence - Basic: Complies with DENR's <u>standards of service deliver</u>	
									(CC3) Nobility - Basic: Demonstrates virtue, goodness, honor, <u>justice and decency at all times</u>	
									(CC4) Responsibility - Basic: Observes the principle of transparency and accountability in the workplace with <u>supervision and guidance</u>	
									(CC5) Preserving and Conserving the Environment - Basic: Has knowledge of concepts and application of <u>preservation and conservation of the environment</u>	
									(OC1) Writing Effectively - Basic: Refers to and/or uses existing communication materials or templates to produce <u>own written work</u>	

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
									(OC2) Speaking Effectively - Basic: Effectively delivers messages that simply focus on data, facts or information and requires minimal preparation or can be supported by available communication materials. Focus of communication is to relay information and/or data.	
									(OC3) Technology Literacy and Managing Information - Basic: Applies basic technology (office software and equipment) in the performance of the assigned tasks. <u>Collects, organizes and maintains data</u>	
									(OC4) Project Management - Basic: Assists in project management activities	
									(OC5) Completed Staff Work (CSW) - Basic: Practices basic knowledge of CSW to generate complete, accurate, <u>relevant and timely output</u>	
69	ADMINISTRATIVE AIDE VI (CLERK III) - 3 ITEMS	OSEC-DENRB-ADA6-653-2014	6	15524	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	(PCAS4) Clerical/Secretarial/Executive Assistance Skills - Basic: Assists in discharging complete staff work	CENRO TALACOGON
70		OSEC-DENRB-ADA6-655-2014							(CC1) Discipline - Basic: Practices ethical and professional behaviors	CENRO TALACOGON
71		OSEC-DENRB-ADA6-673-2014							(CC2) Excellence - Basic: Complies with DENR's standards of service deliver	CENRO CANTILAN
									(CC3) Nobility - Basic: Demonstrates virtue, goodness, honor, <u>justness and decency at all times</u>	
									(CC4) Responsibility - Basic: Observes the principle of transparency and accountability in the workplace with <u>supervision and guidance</u>	
									(CC5) Preserving and Conserving the Environment - Basic: Has knowledge of concepts and application of <u>preservation and conservation of the environment</u>	
									(OC1) Writing Effectively - Basic: Refers to and/or uses existing communication materials or templates to produce <u>own written work</u>	
									(OC2) Speaking Effectively - Basic: Effectively delivers messages that simply focus on data, facts or information and requires minimal preparation or can be supported by available communication materials. Focus of communication is to relay information and/or data.	

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
									(OC3) Technology Literacy and Managing Information - Basic: Applies basic technology (office software and equipment) in the performance of the assigned tasks. <u>Collects, organizes and maintains data</u>	
									(OC4) Project Management - Basic: Assists in project <u>management activities</u>	
									(OC5) Completed Staff Work (CSW) - Basic: Practices basic knowledge of CSW to generate complete, accurate, <u>relevant and timely output</u>	
72	FOREST TECHNICIAN I	OSEC-DENRB- FORT1-1064- 2014	6	15524	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	(RO9) Environmental Governance - Basic: Assists in environmental governance activities that include transparency, accountability, participation, collaboration <u>and functionality</u>	REGIONAL OFFICE - ENFORCEMENT DIVISION
									(RO10) Climate Change and Environmental Management - Basic: Assists in applying mitigating <u>measures and adaptive solutions to climate change</u>	
									(CC1) Discipline - Basic: Practices ethical and <u>professional behaviors</u>	
									(CC2) Excellence - Basic: Complies with DENR's <u>standards of service deliver</u>	
									(CC3) Nobility - Basic: Demonstrates virtue, goodness, <u>honor, justness and decency at all times</u>	
									(CC4) Responsibility - Basic: Observes the principle of transparency and accountability in the workplace with <u>supervision and guidance</u>	
									(CC5) Preserving and Conserving the Environment - Basic: Has knowledge of concepts and application of <u>preservation and conservation of the environment</u>	
									(OC1) Writing Effectively - Basic: Refers to and/or uses existing communication materials or templates to produce <u>own written work</u>	
									(OC2) Speaking Effectively - Basic: Effectively delivers messages that simply focus on data, facts or information and requires minimal preparation or can be supported by available communication materials. Focus of communication is to relay information and/or data.	
									(OC3) Technology Literacy and Managing Information - Basic: Applies basic technology (office software and equipment) in the performance of the assigned tasks. <u>Collects, organizes and maintains data</u>	
									(OC4) Project Management - Basic: Assists in project <u>management activities</u>	

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
									(OC5) Completed Staff Work (CSW) - Basic: Practices basic knowledge of CSW to generate complete, accurate, relevant and timely output	
73	FOREST TECHNICIAN I - 26 ITEMS	OSEC-DENRB-FORT1-1066-2014	6	15524	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	(PCO9) Environmental Governance - Basic: Assists in environmental governance activities that include transparency, accountability, participation, collaboration and functionality	CENRO NASIPIT
74		OSEC-DENRB-FORT1-1078-2014							(PCO10) Climate Change and Environmental Management - Basic: Assists in applying mitigating measures and adaptive solutions to climate change	CENRO NASIPIT
75		OSEC-DENRB-FORT1-1082-2014							(CC1) Discipline - Basic: Practices ethical and professional behaviors	CENRO NASIPIT
76		OSEC-DENRB-FORT1-1085-2014							(CC2) Excellence - Basic: Complies with DENR's standards of service deliver	CENRO CABADBARAN (TUBAY)
77		OSEC-DENRB-FORT1-1104-2014							(CC3) Nobility - Basic: Demonstrates virtue, goodness, honor, justness and decency at all times	CENRO BUNAWAN
78		OSEC-DENRB-FORT1-1106-2014							(CC4) Responsibility - Basic: Observes the principle of transparency and accountability in the workplace with supervision and guidance	CENRO BUNAWAN
79		OSEC-DENRB-FORT1-1111-2014							(CC5) Preserving and Conserving the Environment - Basic: Has knowledge of concepts and application of preservation and conservation of the environment	CENRO TALACOGON
80		OSEC-DENRB-FORT1-1116-2014							(OC1) Writing Effectively - Basic: Refers to and/or uses existing communication materials or templates to produce own written work	CENRO TALACOGON
81		OSEC-DENRB-FORT1-1123-2014							(OC2) Speaking Effectively - Basic: Effectively delivers messages that simply focus on data, facts or information and requires minimal preparation or can be supported by available communication materials. Focus of communication is to relay information and/or data.	PENRO SURIGAO DEL NORTE - TECHNICAL SERVICES DIVISION
82		OSEC-DENRB-FORT1-1126-2014							(OC3) Technology Literacy and Managing Information - Basic: Applies basic technology (office software and equipment) in the performance of the assigned tasks. Collects, organizes and maintains data	CENRO TUBOD

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
83		OSEC-DENRB- FORT1-1130- 2014							(OC4) Project Management - Basic: Assists in project management activities	CENRO TUBOD
84		OSEC-DENRB- FORT1-1132- 2014							(OC5) Completed Staff Work (CSW) - Basic: Practices basic knowledge of CSW to generate complete, accurate, relevant and timely output	CENRO TUBOD
85		OSEC-DENRB- FORT1-1138- 2014								CENRO BISLIG
86		OSEC-DENRB- FORT1-1140- 2014								CENRO BISLIG
87		OSEC-DENRB- FORT1-1143- 2014								CENRO CANTILAN
88		OSEC-DENRB- FORT1-1144- 2014								CENRO CANTILAN
89		OSEC-DENRB- FORT1-1149- 2014								CENRO CANTILAN
90		OSEC-DENRB- FORT1-1154- 2014								CENRO CANTILAN
91		OSEC-DENRB- FORT1-1155- 2014								CENRO LIANGA
92		OSEC-DENRB- FORT1-1156- 2014								CENRO LIANGA
93		OSEC-DENRB- FORT1-1157- 2014								CENRO LIANGA

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
94		OSEC-DENRB- FORT1-1161- 2014								CENRO LIANGA
95		OSEC-DENRB- FORT1-1162- 2014								CENRO LIANGA
96		OSEC-DENRB- FORT1-1163- 2014								CENRO LIANGA
97		OSEC-DENRB- FORT1-1170- 2014								PENRO DINAGAT ISLANDS - TECHNICAL SERVICES DIVISION
98		OSEC-DENRB- FORT1-1177- 2014								PENRO DINAGAT ISLANDS - TECHNICAL SERVICES DIVISION
99	LAND MANAGEMENT INSPECTOR	OSEC-DENRB- LAMI-69-1998	6	15524	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	(PCO14) Land Disposition and Management - Basic: Assists in the disposition of A&D land and management of other government lands	CENRO BISLIG
									(PCO15) Forest, Water & Wildlife Resources Regulation - Basic: Assists in the forest, water and <u>wildlife resource utilization and regulation activities</u>	
									(PCO16) Tenure and Rights Assessment - Basic: Assists in the evaluation of effectiveness of tenure holders based on organizational, stewardship, protection and <u>management capabilities</u>	
									(PCO17) Tenurial Instruments and Permits for Improved Resource Management - Basic: Assists in the preparation of tenurial instruments and permits for improved resource <u>management</u>	
									(CC1) Discipline - Basic: Practices ethical and <u>professional behaviors</u>	
									(CC2) Excellence - Basic: Complies with DENR's <u>standards of service deliver</u>	
									(CC3) Nobility - Basic: Demonstrates virtue, goodness, <u>honor, iustness and decency at all times</u>	

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
									(CC4) Responsibility - Basic: Observes the principle of transparency and accountability in the workplace with <u>supervision and guidance</u>	
									(CC5) Preserving and Conserving the Environment - Basic: Has knowledge of concepts and application of <u>preservation and conservation of the environment</u>	
									(OC1) Writing Effectively - Basic: Refers to and/or uses existing communication materials or templates to produce <u>own written work</u>	
									(OC2) Speaking Effectively - Basic: Effectively delivers messages that simply focus on data, facts or information and requires minimal preparation or can be supported by available communication materials. Focus of communication is to relay information and/or data.	
									(OC3) Technology Literacy and Managing Information - Basic: Applies basic technology (office software and equipment) in the performance of the assigned tasks. <u>Collects, organizes and maintains data</u>	
									(OC4) Project Management - Basic: Assists in project <u>management activities</u>	
									(OC5) Completed Staff Work (CSW) - Basic: Practices basic knowledge of CSW to generate complete, accurate, <u>relevant and timely output</u>	
100	ENGINEERING AIDE	OSEC-DENRB- ENGA-331-1998	4	13807	High School Graduate or Completion of relevant vocational/ trade course	None required	None required	None required (MC 11, s. 96 - Cat. III)	(PCO14) Land Disposition and Management - Basic: Assists in the disposition of A&D land and management of other government lands	CENRO LORETO
									(PCO15) Forest, Water & Wildlife Resources Regulation - Basic: Assists in the forest, water and <u>wildlife resource utilization and regulation activities</u>	
									(PCO16) Tenure and Rights Assessment - Basic: Assists in the evaluation of effectiveness of tenure holders based on organizational, stewardship, protection and <u>management capabilities</u>	
									(PCO17) Tenurial Instruments and Permits for Improved Resource Management - Basic: Assists in the preparation of tenurial instruments and permits for improved resource <u>management</u>	
									(CC1) Discipline - Basic: Practices ethical and professional behaviors	

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
									(CC2) Excellence - Basic: Complies with DENR's standards of service deliver	
									(CC3) Nobility - Basic: Demonstrates virtue, goodness, honor, justness and decency at all times	
									(CC4) Responsibility - Basic: Observes the principle of transparency and accountability in the workplace with supervision and guidance	
									(CC5) Preserving and Conserving the Environment - Basic: Has knowledge of concepts and application of preservation and conservation of the environment	
									(OC1) Writing Effectively - Basic: Refers to and/or uses existing communication materials or templates to produce own written work	
									(OC2) Speaking Effectively - Basic: Effectively delivers messages that simply focus on data, facts or information and requires minimal preparation or can be supported by available communication materials. Focus of communication is to relay information and/or data.	
									(OC3) Technology Literacy and Managing Information - Basic: Applies basic technology (office software and equipment) in the performance of the assigned tasks. Collects, organizes and maintains data	
									(OC4) Project Management - Basic: Assists in project management activities	
									(OC5) Completed Staff Work (CSW) - Basic: Practices basic knowledge of CSW to generate complete, accurate, relevant and timely output	
101	FOREST RANGER	OSEC-DENRB- FORA-1267- 1998	4	13807	High School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	N.B. Forest Ranger have the same required competencies as listed under Forest Technician I vacant position in the Enforcement Division-Regional Office.	REGIONAL OFFICE - ENFORCEMENT DIVISION
102	FOREST RANGER - 20 ITEMS	OSEC-DENRB- FORA-1213- 1998	4	13807	High School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	(PCO1) Concept and Application of Integrated Ecosystems Management (IEM) - Basic: Assists in the application of IEM and other related approaches to Natural Resources Management (NRM)	CENRO CABADBARAN (TUBAY)
103		OSEC-DENRB- FORA-1242- 1998							(PCO2) Identification of Interventions and Integrating Strategies Across Sectors (Forestry, Coastal, Agriculture, Urban, Air Pace) and Zoning for Strategic Management - Basic: Assists in the identification of interventions and integrating strategies across sectors	CENRO BUNAWAN
104		OSEC-DENRB- FORA-1348- 1998							(PCO3) Characterization of Ecosystems and Use of Planning Tools and Procedures - Basic: Assists in the characterization of ecosystems and use of planning tools and procedures	CENRO BUNAWAN

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105		OSEC-DENRB- FORA-1377- 1998							(PCO4) Resource Management and Restoration/Rehabilitation of Degraded Ecosystems - Basic: Assists in identifying and implementing appropriate resource management and restoration strategies of various ecosystems	CENRO NASIPIT
106		OSEC-DENRB- FORA-1402- 1998							(PCO9) Environmental Governance - Basic: Assists in environmental governance activities that include transparency, accountability, participation, collaboration and functionality	CENRO CABADBARAN (TUBAY)
107		OSEC-DENRB- FORA-1408- 1998							(PCO13) ENR Law Enforcement - Basic: Has basic knowledge on ENR laws, rules and regulations; Has basic knowledge on surveillance, patrolling, forest fire/pest & diseases management, data gathering and preparation of spot report; Has knowledge on how to use or operate gadget (hand-held radio, camera with geo-tagging capability, satellite phones, LAWIN system); Has knowledge on the conduct of CERA	CENRO CABADBARAN (TUBAY)
108		OSEC-DENRB- FORA-1416- 1998							(CC1) Discipline - Basic: Practices ethical and professional behaviors	CENRO TALACOGON
109		OSEC-DENRB- FORA-1423- 1998							(CC2) Excellence - Basic: Complies with DENR's standards of service deliver	CENRO CABADBARAN (TUBAY)
110		OSEC-DENRB- FORA-1424- 1998							(CC3) Nobility - Basic: Demonstrates virtue, goodness, honor, justness and decency at all times	CENRO BAYUGAN
111		OSEC-DENRB- FORA-1446- 1998							(CC4) Responsibility - Basic: Observes the principle of transparency and accountability in the workplace with supervision and guidance	CENRO CABADBARAN (TUBAY)
112		OSEC-DENRB- FORA-1529- 1998							(CC5) Preserving and Conserving the Environment - Basic: Has knowledge of concepts and application of preservation and conservation of the environment	CENRO NASIPIT
113		OSEC-DENRB- FORA-1566- 1998							(OC1) Writing Effectively - Basic: Refers to and/or uses existing communication materials or templates to produce own written work	CENRO NASIPIT

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114		OSEC-DENRB- FORA-1582- 1998							(OC2) Speaking Effectively - Basic: Effectively delivers messages that simply focus on data, facts or information and requires minimal preparation or can be supported by available communication materials. Focus of communication is to relay information and/or data.	CENRO BISLIG
115		OSEC-DENRB- FORA-1740- 1998							(OC3) Technology Literacy and Managing Information - Basic: Applies basic technology (office software and equipment) in the performance of the assigned tasks. <u>Collects, organizes and maintains data</u>	CENRO BISLIG
116		OSEC-DENRB- FORA-1854- 1998							(OC4) Project Management - Basic: Assists in project management activities	CENRO CANTILAN
117		OSEC-DENRB- FORA-1948- 1998							(OC5) Completed Staff Work (CSW) - Basic: Practices basic knowledge of CSW to generate complete, accurate, relevant and timely output	CENRO CANTILAN
118		OSEC-DENRB- FORA-1983- 1998								CENRO BAYUGAN
119		OSEC-DENRB- FORA-232- 2014								CENRO BISLIG
120		OSEC-DENRB- FORA-268- 2014								PENRO DINAGAT ISLANDS - TECHNICAL SERVICES DIVISION
121		OSEC-DENRB- FORA-273- 2014								PENRO DINAGAT ISLANDS - TECHNICAL SERVICES DIVISION

This office highly encourages interested and qualified applicants including persons with disability (PWD), members of indigenous communities and those from any sexual orientation and gender identities (SOGI).

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than June 15, 2020.

- 1 Application letter (specifying the Position Title and Item Number applied for and its date of publication);

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- 2 Fully accomplished Personal Data Sheet (PDS) with recent passport-size picture (CS Form 212 Revised 2017 and Work Experience Sheet), PDS can be downloaded at www.csc.gov.ph or www.denr.gov.ph
 - 2.a. Service Record in PDS should indicate designations and S.O. Number, for supervisory experience;
 - 2.b. Work Experience Sheet (WES) in prescribed form (in the PDS) should clearly specify that:
 - you supervised staff, indicate designations, S.O. No., (attach copy of S.O. for all supervisory experience, equivalent to not less than four/five years as of time of application;
- 3 Original copy of the authenticated Certificate of Eligibility/Rating/ License (with supporting documents if name appearing on Eligibility Certificate is different from name in the PDS):
Proof of Eligibility:
 - a. For positions involving practice of profession - Valid professional license
 - b. For positions Not involving practice of profession - Professional license or Certificate of Registration or Report of Rating
- 4 Original copy of the authenticated Transcript of Records and Diploma / Commission on Higher Education Certification, Authentication and Verification (CAV) of Academic Records for Private and Locally Funded Colleges and Universities;
- 5 Certified photocopy of IPCR (January to June 2018 and July to December 2018) (For government employees only)
- 6 Photocopy of Certificates of Training programs completed;
- 7 Valid NBI Clearance (Applicable for entrants or reemployment in government service)
- 8 PSA-original copy of Certificate of Live Birth (Applicable for entrants or reemployment in government service)
- 9 PSA-original copy of Marriage Certificate, if applicable
- 10 Certificate of Employment from all previous employers (if not government employee) / original Service Record (for government employees)

By submitting these documents/records, you agree that your information will be used to process your application. Your contact details will be used to communicate with you on the details of the assessment process. Your current and previous employers, references, academic institutions where you obtained your education will also be reached for employment reference check and relevant background information. The recruitment officers, members of the DENR Human Resource Merit Promotion and Selection Board and authorized officials will have access to your submitted documents/records at different stages of the assessment process.

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

ATTY. FELIX S. ALICER

Regional Executive Director

Brgy. Ambago, Butuan City

denrcaraga_personnel@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ACCEPTED. ONLY APPLICANTS WITH COMPLETE REQUIREMENTS WILL BE SCREENED. **PREVIOUS APPLICANTS FOR THE SAME POSITION FROM MARCH 16, 2019 ONWARDS NEED NOT RESUBMIT A NEW SET OF THE COMPLETE REQUIREMENTS.**